

February 21, 2013

REQUEST FOR QUALIFICATIONS
Deadline for Statements March 8, 2013

You are invited to submit a Statement of Qualifications (SOQ) to collect data for the marina sewage pumpout station study for the San Francisco Bay-Delta region. The work will consist of traveling to each of the marinas with a sewage pumpout and taking meter readings (approximately 70 marinas). We are requesting qualifications in accordance with the attached Statement of Work.

The Association of Bay Area Governments (ABAG) and the San Francisco Estuary Partnership (SFEP) provide contract management. In addition, SFEP will provide training for the surveys along with a list of marinas and the required survey sheets. Contractors will be required to collect data, complete survey sheets, enter survey data to an existing access database to be submitted to SFEP quarterly, install hour meters provided by SFEP when needed, install viewports when needed, and professionally interact with marina operators on site. SFEP will be responsible for housing the submitted data, reviewing the data for errors, following up with marinas that have inoperable systems, answering questions and providing information about CVA funding, and any other issue that may arise with marinas in regard to the surveys being conducted. Any contract resulting from this solicitation will be negotiated by ABAG and SFEP and administered by ABAG.

I. Background

The SFEP was created in 1987 under the Clean Water Act's National Estuary Program. It is a cooperative effort to promote effective management of the Bay-Delta Estuary and to restore and maintain its water quality and natural resources. ABAG is a partner and provides management, administrative and fiscal support for the SFEP.

The Clean Vessel Act of 1992 found that sewage discharged by recreational vessels because of an inadequate number of pumpout stations was a substantial contributor to localized degradation of water quality. Although there are other potential sources of fecal contamination (urban runoff, storm sewers, and nonpoint sources), the high number of permanent slips and live-aboards that are present in San Francisco Bay Delta Estuary waters, indicate that fecal contamination from boaters poses a potential problem if not disposed of properly. The Act established a grant program to increase the number of pumpout and dump stations. In California, the grant program is administered by the Department of Boating and Waterways (DBW). Although the number of sewage disposal facilities has increased under the Clean Vessel Act, it is still undetermined whether there is an adequate amount of pumpout stations in the San

Francisco Bay Delta Estuary.

The San Francisco Estuary Partnership is working with DBW to determine the usage of the existing publicly funded pumpout stations in the 11-county San Francisco Bay Delta Estuary region. There are approximately 70 marinas in the region that have a publicly funded sewage pumpout. This project will: 1) collect basic information about each pumpout station, and 2) assess the usage of pumpouts by taking quarterly meter readings over a 1-year period for each marina, and 3) create an annual pumpout usage report analyzing the data to be submitted to DBW (by SFEP). The project will be managed by SFEP. This work requires the contractor to travel to the marinas, collect the data, complete the survey sheets, enter the data into the access database, and submit all materials and the updated database quarterly.

II. Services Required

The Contractor shall perform all aspects of the required work as described in the Statement of Work (Attachment 1).

III. Compensation

The Contractor must be an independent contractor. No benefits are provided. All services will be paid for on an hourly basis with other direct costs to be billed on an as expended basis. Contractor is responsible for payment of applicable state and federal taxes. Contractor must have a valid California Driver's license, own transportation; car and health insurance. Up to \$20,000 is available for this work through December 31, 2013.

IV. Time Frame

The term of the contract would be from March 01, 2013 through December 31, 2013 but additional service could be required depending on results of the survey.

V. Selection Procedure

Every submittal will be evaluated according to the criteria below. Numerical scores will be tabulated for each offer.

1) Relevant Qualifications and Experience - The Contractor will be evaluated based on the level of experience and background.

2) Educational and Professional Background- The Contractor must possess the educational requirements listed in the Statement of Work.

3) Submittal - The Contractor will be evaluated based on the adequacy of the

submission to respond to the objectives of this Request for Qualifications (RFQ). Statements must respond to all the requirements of the RFQ, and must include all information specifically required in all sections of the RFQ.

Highest ranking candidates may be invited to an interview at SFEP Offices at the San Francisco Bay Regional Water Quality Control Board, 1515 Clay Street, Suite 1400, Oakland, CA, at their own expense.

The responsible Contractor whose Statement of Qualifications is most advantageous to ABAG, SFEP, evaluation factors, costs, and other factors, considered will be awarded the contract. Our objective is to obtain the highest qualified candidate(s) to achieve the objectives within a realistic time frame and reasonable cost. We will consider hiring one contractor for the entire project, or 2 contractors (one for the Bay Region and one for the Delta Region).

This RFQ does not commit ABAG to award a contract. Applicants are informed that the award of any contract as the result of this solicitation is contingent upon the availability of funds. Award of a contract may not be made to any Contractor unless an agreement can be secured for all general and special contract provisions.

VII. What to Submit

To provide an objective, fair review of all statements of qualifications, the submittals are to include only the following information:

1) Transmittal Letter - Covering highlights and unique features of your qualifications. Letter should include your address, email and telephone number. Length: **One (1) page maximum.**

2) Statement of Qualifications - Provide a definitive statement of qualifications allowing the candidate to accomplish the requirements as stated in this RFQ. Length: **One (1) page maximum.**

3) Relevant Experiences - Provide a summary of relevant experience. Length: **One (1) page maximum.**

4) Educational and Professional Background - Provide a summary of educational background, including degrees or degree in progress. Length: **One (1) page maximum.**

5) Environmental Impact Reduction (optional) - Provide a description of any technology, practices, or procedures you currently employ or that you could

bring to this project that could reduce its environmental impact (e.g. – Low Emission Vehicle)

Length: **One (1) page maximum.**

6) List of References - Provide a list of references for your work, including contact name, address, telephone number, nature of job, length, and amount (e.g. 1 year, \$ 20,000).

Length: **One (1) page maximum.**

7) Standard Billing Information - Provide competitive billing rate.

Length: **One (1) page maximum.**

We require an electronic submittal of your statement package. **Statements are due in the Estuary Partnership offices no later than March 8, 2013 at the close of business, 5:00 P.M.** Questions may be directed to James Muller at (510) 622-2406; fax (510) 622-2501; e-mail: jamuller@waterboards.ca.gov

VIII. Where to Submit SOQ

Electronic copy should be sent to:

James Muller
San Francisco Estuary Partnership
Jamuller@waterboards.ca.gov

Attachment 1 - Statement of Work- Marina Pumpout Data Collection

Tasks to be completed by contractor:

- Drive to marinas and collect data (a list of marinas, data sheets, and training will be provided by SFEP Staff). Approximately 70 marinas are included in the two regions.
 - Travel is expected to be substantial and could exceed 600 miles for the Bay region and 1200 miles for the Delta region per quarter. Mileage will be reimbursed at the IRS rate (currently at 56.5 cents/mile).
 - The contractor will need to access remote areas of the docks to locate and test the sewage pumpout equipment.
- Marina visit duties, include but are not limited to:
 - Checking for proper sewage pumpout signage.
 - Recording the type of pumpout.
 - Finding the pumpout meter and making sure it is accessible for readings.
 - Filling a 5 gallon bucket with water and emptying the water with the pumpout to determine if it is working properly and the rate of pumping.
 - Recording the pumpout meter reading.
 - Working with harbor masters and marina staff to help with acquiring and installing proper signage if not adequate (information and support will be provided by SFEP staff)
 - Reporting any problems with taking a meter reading (i.e. missing meter, unable to gain access to pumpout), to SFEP immediately. SFEP staff will either help contractor troubleshoot problem, or possibly take over the data collection duties at that marina.
 - Returning data sheets to SFEP staff as soon as data is collected.
 - Submitting the updated database with current quarter data within a week after the data is collected.
 - Installing hour meters on pumpout motors if needed and/or broken with marina approval.

Time commitment:

- These visits should be taken within a two or three week period at the same time each quarter (not spread out over the entire 3 month period).
- Additional time is allotted for training and coordination with the project manager.
- Applicants can bid for the entire project (all marinas for 4 quarters), or half of the project (Bay Region or Delta Region) for all 4 quarters. Applicants must commit to collecting data during all 4 quarters.

- Surveys will begin in March 2013. The main working months will be March/June/September/December.
- Training for the surveys along with a list of marinas and the survey sheets will be provided by SFEP.

Qualifications

Specific education, expertise and experience required for this position include the following.

Education:

- BA/BS in environmental sciences, biology or related field or degree in progress.

Expertise:

- Expertise needed in data collection and environmental education.

Experience:

- Knowledge of San Francisco Bay-Delta clean boating issues.
- Experience in collecting field data independently.
- Experience using maps and locating field sites (i.e. marinas).
- Experience in working with stakeholders on environmental issues.
- Experience working with marinas is highly desired but not required.

Supervision

The position would be supervised by SFEP staff. Contractor will work under the direction of the SFEP's Project Manager, Karen McDowell. Contractor shall submit data as requested in the statement of work. Invoices of direct costs and direct cost expenditures can be submitted on a monthly or quarterly basis.